SCHOOL NURSE - JOB DESCRIPTION

Chandlings is a co-educational day school for pupils aged 2 – 11, set in a wonderful 60 acre site just outside Oxford. There are currently 396 pupils in the school and over 100 adults work at Chandlings, both inside and outside the classroom. We pride ourselves on providing a high standard all-round education to all of our pupils.

Personal Summary
We are looking for an experienced, qualified nurse to take care of the health and wellbeing of the children and staff, to help prevent disease, treat illness and to identify children in need. Chandlings is a very busy school, so we need someone who is flexible and efficient, and able to use their initiative to respond to the school’s needs. They should be competent with computers and will need to keep abreast of current medical practice in schools and ensure that the school is kept fully informed.

Key duties

• Attend promptly to children suffering minor accidents / injuries or, in the case of an emergency, arrange for the patient to be taken to the minor injuries clinic in Abingdon or to the John Radcliffe Hospital in Oxford, and notify parents.
• Take responsibility for accident reports and follow-ups.
• Dispense medication and ensure accurate documentation is maintained. Ensure parents have also signed the record.
• Ensure each Form Teacher has a small supply of surgical gloves, steri-wipes, ice, sick bags, plasters etc. for minor injuries in classrooms.
• First Aid kits - ensure kits are regularly checked and in position round school. Additional ones must be in place ready to be taken on outings / to matches. Ensure that emergency inhalers, and from 1st October 2017, Epi-pens (for those children prescribed one, who don’t have one in school) are available.
• Order and update necessary medication, dressings etc. in the Surgery.
• School Outings - ensure the correct medical list is given to staff taking children on outings highlighting any children with medical problems and ensuring staff are given correct medication and instructions to take with them (e.g. Epi-pen, inhalers for asthma etc.)
• Liaise with the Registrar to maintain an up to date list of children with medical problems and ensure that all staff are aware of these problems. Update iSAMS with the relevant information.
• Maintain an up to date list of children with allergies, asthma, diabetes etc.
• Keep accurate medical records on iSAMS, for continuity of care
• Update Care Plans and share with the relevant members of staff
• Alert the kitchen, via the Domestic Bursar, to any children with food allergies etc. Keep abreast of recent medical advice and legislation which may be relevant.

Ad hoc duties
• Provide clear written advice and guidelines for parents on medical issues e.g. headlice, infectious diseases, etc.
• Organisation of immunization programmes
• Attend the Health and Safety Committee meetings to help to develop a thorough and responsible approach to Health and Safety issues and risk assessment.
• Ensure staff first aid qualifications are kept up to date and organise training sessions where necessary.
• Attend staff meetings and departmental meetings as required and to return to school at least two days prior to the beginning of the start of term in order to attend staff meetings, departmental meetings, training and to prepare for the term ahead.
• To undertake such other duties consistent with the nature and responsibility
• To be flexible and responsive to changes and development and to work positively with the Head and Senior Leadership Team in their implementation.

Pay and conditions
The salary will be determined depending on experience.
Hours of work will be 8.00am to 5.00pm term time only.